



JOB DESCRIPTION

Title: **GIS ADMINISTRATOR**
Department: Information Systems
Class Code: 1825
FLSA Status: Exempt
Effective Date: July 1, 1995 (Rev. 10/2007)
Grade Number: 23

GENERAL PURPOSE

Under the direction of the IS Director, designs, operates, oversees and maintains the Murray City Geographic Information System (GIS). Coordinates GIS activities among all City Departments, and between the City and other organizations. Coordinates, manages, and directs GIS database/applications development, definitions, maintenance, and implementation. Manages and prepares general planning for the GIS system. Provides assistance and coordination of drafting, mapping, graphic illustrations, and related report preparation for the City. Provides training for GIS operators.

EXAMPLE OF DUTIES

- *-- Administers, coordinates and manages GIS activities among all City Departments.
- *-- Provides GIS technical assistance to all departments.
- *-- Establishes and manages GIS database structure, tables, forms, and reports for GIS data for all departments.
- *-- Administers, coordinates, directs and manages GIS database development, definitions, maintenance, and implementation.
- *-- Directs integration of GIS databases, tables, maps, overlays.
- *-- Designs, directs and manages City departmental GIS training procedures.
- *-- Works with City Departments to develop and document development standards, protocols, and conventions; reviews completed work to insure compliance.
- *-- Coordinates and prepares general plans for the GIS System.

GIS Coordinator
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- *-- Provides technical assistance in database planning, and in creating and improving digital GIS data, drawings, and graphic illustrations.
- *-- Understands and is proficient in the use of ArcGIS, ArcView, ArcSDE, ArcIMS, and Visual Basic.
- *-- System administrator for Murray City GIS Servers and departmental GIS systems.
- *-- Installs and maintains GIS related software, to include ArcGIS, ArcView, ArcIMS, SDE, etc.
- *-- Assists in network planning activities for connecting GIS users and AS/400 systems.
- *-- Provide training for GIS operators.
- *-- Writes Avenue, VB and HTML scripts for GIS applications.
- Coordinates maintenance of GIS hardware with IS hardware support.
- Keeps records of and writes reports on GIS status and progress.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelors degree in urban planning, civil engineering, cartography, geography with emphasis in GIS, plus four (4) years progressively responsible GIS systems experience with a computerized GIS system (preferably with ArcGIS). Experience desirable in basic GIS and Windows operations, internet mapping technology, and implementing an enterprise GIS. May substitute any equivalent combination of education and experience.

Special Requirements

- Travel between offices required; must work occasional shift work.

Necessary Knowledge, Skills and Abilities

- Must be proficient in GIS database planning, design, and implementation.
- Must be proficient in ArcGIS, ArcView, ArcIMS, SDE, AutoCad, VB and AVENUE programming.
- Must be proficient in administering and using the Windows operating system(s).

- Must be able to read and interpret graphs, charts, diagrams, air photos and maps. Must be familiar with conventional surveying system and conventions.
- Must be proficient in digitizing, plotting and drafting techniques and procedures.
- Insures that the GIS system is efficient and up to date; evaluates and incorporates advances in technology and software to achieve this goal.
- Requires regular use of telephone, PC computer and Windows workstation/server; frequent use of GIS equipment such as printers, GPS systems and plotters; and frequent use of GIS and CAD software, including AVENUE/VB programming and SQL.
- Ability to establish effective working relationships with others.
- Ability to read and understand technical documents and manuals, as well as ability to write such documents for use by others.
- Must be familiar with networking concepts and implementations.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet and design software; ArcGIS, ArcInfo software; phone; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.